

**SEATTLE DCLU**  
**Records Retention and Disposition Schedule**  
**Codes, Policies, and Community Relations**

Ref: Chapter 40.14 RCW  
 Print Date : April 25, 1999

Item No.	Record Series Title & Description	OPR OFM	Retention Period for Primary Copy	Location of Other Copies	Remarks												
00023	CCAB Appeals: Notices of Meetings, Decisions and Materials Submitted by Applicant and DCLU;	OPR	10 years after resolution and no further activity.		Potential for microfilm or imaging and dispose of hardcopy												
00113	COMPREHENSIVE LAND USE PLAN AND AMENDMENTS Including Neighborhood Plans; Growth Management Act Appeal determinations which amend the Comprehensive Plan. Reference material only. Original copies are held by the City Council, Seattle Planning Office, and Neighborhood Planning Offices.	OFM	20 years or until obsolete.														
00018	Director's Rules: Administrative rulings regarding ordinances and codes.	OPR	Keep one copy permanently and microfilm.		Potentially archival..												
00001	General Correspondence/ Non case specific: May also include staff issues and procedures, copies of letters developed for signature by Mayor or directors. Kept frequently as desk files.	OFM	1 year after current year		Correspondence of significance may be kept for up to 5 years												
<table border="0"> <tr> <td>For the Attorney General <i>[Signature]</i></td> <td>For the State Auditor <i>[Signature]</i></td> <td>For the State Archivist <i>[Signature]</i></td> <td>Disposition Authority Number 5990117</td> <td colspan="2"></td></tr> <tr> <td>Responsible Officer <i>[Signature]</i></td> <td>Responsible Officer <i>[Signature]</i></td> <td colspan="2">Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/></td><td colspan="2"></td></tr> </table>						For the Attorney General <i>[Signature]</i>	For the State Auditor <i>[Signature]</i>	For the State Archivist <i>[Signature]</i>	Disposition Authority Number 5990117			Responsible Officer <i>[Signature]</i>	Responsible Officer <i>[Signature]</i>	Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/>			
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00058	Law Department Case Files: Includes Notice of Violation's and code compliance cases that are in legal action, or in appeal to the hearings examiner, or that have been settled after such actions, or that have had decisions rendered. The file may be a secondary file created for legal purposes but can include original documents. Includes decisions, Notices of Violations, settlements, Certificates of Compliance, stop work orders and case documentation.	OPR	10 years after resolution of case if no further activity at the same address.		Refer to the enforcement case files before disposal to ensure no subsequent activity at that address.
00022	Legislative Reference File for Ordinances and Resolutions for Land Use Code Development: Includes Ordinance Language, before and after council legislation, significant report drafts, research, Council actions and decisions, original SEPA Checklists and SEPA Documents Determination of Significance (DS) or Determination of Non-significance (DNS).	OFM	Retain until obsolete.		Potential for Microfilm or imaging and dispose of hardcopy. Purge files of General Mail Releases, comment letters and notes before microfilming. Original legislative history files are kept by the City Council.

For the Attorney General  
*[Signature]*

For the State Auditor  
*[Signature]*

For the State Archivist  
*[Signature]*

Disposition Authority Number  
 599 ~~18~~ 17

Responsible Officer

Responsible Officer

Action by Local Records Committee

Approved ☒ Not Approved ☐ Approved as Amended ☐

*[Signature]*

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00021	Legislative Reference File, Technical Code Ordinance Amendments: Proposals, Analysis, Ordinances and Resolutions adopted by Council, transmittal memorandums, discussions by DCLU & Construction Codes Advisory Board, law division comments (without notes)	OFM	Retain until obsolete.		Potential for Microfilm or imaging and dispose of hardcopy. Purge files of General Mail Releases, comment letters and notes before microfilming. Original legislative history files are kept by the City Council.
00025	Media Presentations: mixed media presentations to other city departments, council, and public.	OFM	Agency option, keep until obsolete.- Potential archival value- see remarks..		Contact your Regional Archivist before disposing of this record.
00020	Technical Code Change Proposals to ICBO, ICC, or State of Washington: Submitted to higher code boards to propose change in policy or model code.	OFM	Until considered obsolete or superseded.		Potential for microfilm or imaging and disposal of hard copy.
<div> <div>For the Attorney General Responsible Officer <i>[Signature]</i></div> <div>For the State Auditor Responsible Officer <i>[Signature]</i></div> <div>For the State Archivist Action by Local Records Committee Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/> Approved as Amended <input type="checkbox"/></div> <div>Disposition Authority Number 599 5817</div> </div>					

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